



**STANDARDS OF APPRENTICESHIP
adopted by**

WASHINGTON PLASTERERS APPRENTICESHIP

(sponsor name)

Occupational Objective(s):

SOC#

Term

PLASTERER

47-2161.00

7000 HOURS



APPROVED BY
Washington State Apprenticeship and Training Council
REGISTERED WITH
Apprenticeship Section of Fraud Prevention and Labor Standards Division
Washington State Department Labor and Industries
Post Office Box 44530
Olympia, Washington 98504-4530

APPROVAL:

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Initial Approval

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Committee Amended

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Standards Amended (review)

OCTOBER 20, 2016

Standards Amended (administrative)

By: LEE NEWGENT
Chair of Council

By: ELIZABETH SMITH
Secretary of Council

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INTRODUCTORY STATEMENT

The director of the Department of Labor and Industries appointed the Washington State Apprenticeship and Training Council (WSATC) as the regulatory body responsible for developing, administering, and enforcing apprenticeship program standards (Standards) for the operation and success of apprenticeship and training programs in the State of Washington. Apprenticeship program sponsors function, administer, or relinquish authority only with the consent of the WSATC. Furthermore, only apprentices registered with the supervisor or recognized under the terms and conditions of a reciprocal agreement will be recognized by the WSATC. Parties signatory to these standards of apprenticeship declare their purpose and policy is to establish and sponsor an organized system of registered apprenticeship training and education.

These Standards are in conformity and are to be used in conjunction with the Apprenticeship Rules, chapter 296-05 WAC (Washington Administrative Code); Apprenticeship Act, chapter 49.04 RCW (Revised Code of Washington); The National Apprenticeship Act, 29 U.S.C. (United States Code) 50; Apprenticeship Programs, Title 29 Part 29 CFR (Code of Federal Regulations); and Equal Employment Opportunity in Apprenticeship and Training, Title 29 Part 30 CFR which govern employment and training in apprenticeable occupations. They are part of this apprenticeship agreement and bind all signers to compliance with all provisions of registered apprenticeship. Additional information may need to be maintained by the program sponsor that is supplemental to these apprenticeship standards. This information is for purposes of ensuring compliance with decisions of the WSATC and the apprenticeship laws identified above.

If approved by the council, such amendment/s and such changes as adopted by the council shall be binding to all parties. Program sponsors shall notify apprentices and employer training agents (if applicable) of changes when they are adopted by the council. If and when any part of these Standards becomes illegal, as pertains to federal and/or state law, that part and that part alone will become inoperative and null and void, and the Department of Labor and Industries (Department) may adopt language that will conform to applicable law. The remainder of the Standards will remain in full force and effect.

Sections of these standards identified as bold “insert text” fields are specific to the individual program standards and may be modified by a sponsor submitting a revised standard for approval by the WSATC. All other sections of the standards are boilerplate and may only be modified by the WSATC.

See WAC 296-05-003 for the definitions necessary for use with these Standards.

Sponsor Introductory Statement (Optional)

The following standards of apprenticeship, Western Washington Plasterers, with supplements pertaining to the necessary work experience of the trade and a progressive wage scale will, when approved by and registered with the Washington State Apprenticeship and Training Council, govern the training of apprentices in this industry

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I. GEOGRAPHIC AREA COVERED:

The sponsor has no authority to conduct training outside of the geographical area covered by these Standards. The sponsor may enter into an agreement [portability agreements – see WAC 296-05-303(4)(g)] with other sponsors for the use of apprentices by training agents that are working outside of their approved geographic area. Also, the WSATC may recognize and approve out-of-state apprenticeship programs and standards if certain conditions are met and the out-of-state sponsoring entity requests it (see WAC 296-05-327). Apprenticeship program sponsors will ensure compliance with the provisions of any agreement recognized by the WSATC.

These Standards shall cover the following counties: Adams, Asotin, Benton, Chelan, Clallam, Columbia, Douglas, Ferry, Franklin, Garfield, Grant, Grays Harbor, Island, Jefferson, King, Kittitas, Klickitat, Kitsap, Lewis, Lincoln, Mason, Okanogan, Pacific, Pend Oreille, Pierce, San Juan, Skagit, Snohomish, Spokane, Stevens, Thurston, Walla-Walla, Whatcom, Whitman, and Yakima

II. MINIMUM QUALIFICATIONS:

Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner [see WAC 296-05-316(17)].

Age: **Applicants must be at least 18 years of age at the time of application.**

Education: **Must be a high school graduate or equivalent.**

Physical: **Must be physically able to perform the work of the trade**

Testing: **None**

Other: **1. Valid driver's license**
 2. Social Security card or other proof of I-9 employment status.
 3. Exceptions may be made by the JATC to the above
 qualifications if admission as an apprentice will benefit the
 applicant and the industry.

III. CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:

Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedures (see Part D of chapter 296-05 WAC and 29 CFR Part 30).

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The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex, color, religion, creed, national origin, age, sexual orientation, marital status, veteran or military status, the presence of a disability or any other characteristic protected by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council (chapter 296-05 WAC) and Title 29, Part 30 of the Code of Federal Regulations.

A. Selection Procedures:

- 1. Applications can be obtained by contacting Cement Masons and Plasterers Training Centers of Washington at (206) 762-9286, at concretetraining@msn.com, or at www.opcmialocal528.org under the link for Apprenticeship Forms or by phone or in person at the locations listed below:**

Applications should be returned by mail, email or fax to:

**Cement Masons and Plasterers Training Centers of Washington
PO Box 81044
Seattle, WA 98108
Fax: (206) 762-0896
Email: concretetraining@msn.com**

In order for an application to be considered complete, the applicant must submit the following documentation in addition to the application:

- Copy of Driver's License**
- Documentation that demonstrates completion of high school or equivalent (e.g. high school diploma, transcript or G.E.D. certificate)**
- Copy of Social Security Card or other proof of I-9 employment status**

Returned applications shall be placed on a list in order of their receipt.

- 2. The JATC recognizes two distinct areas within the state for separate ranked eligibility lists. Indication on the application will determine which eligibility list an applicant is placed on.**

**Area 1: Western Washington
Area 2: Eastern Washington**

- 3. The Apprenticeship Committee shall determine the schedule for physical assessment dates based on demand for apprentices in their geographic area, consistent with ensuring continuous employment. The Apprenticeship Committee will notify applicants of the date and time of their physical assessment. Notification will be mailed 30 days in advance.**

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Those who apply after the mailing will be notified of the following scheduled physical assessment.

4. The day of the physical assessment, each applicant will be assigned their number from the applicant log. Applicant names will not be used during the assessment. For affirmative action purposes, additional points may be awarded. The top scorers will fill the number of positions pre-determined by the JATC. Those not selected will be notified 30 days in advance of the next assessment and selection date.
5. The Coordinator will have the discretion to advance applicants on the eligibility list in order to meet EEO requirements.
6. Those who fail to appear for assessment will be removed from the eligibility list.
7. Applicants must complete a drug screen and pass with negative findings.
8. Applicants with previous experience will be granted credit, as determined by the Coordinator and staff.
9. Applicants will be placed by the Apprentice Committee or its authorized representative for the initial apprentice job.
10. **EXCEPTIONS: (Direct Entry)**

Applicants selected by one of the following methods must submit completed application form, meet minimum qualifications, and comply with ESL requirements of the program (see Section X.A.3.). All applicants must also complete a drug screen with negative findings.

In all cases, the amount of credit given for previous work experience shall be determined by the Apprenticeship Committee after a careful review of the merits of each case.

- a. Graduates of Operative Plasterers and Cement Masons International Association (OPCMIA) sponsored Job Corps program may receive direct entry provided:

The applicant provides reliable documentation to substantiate successful completion of Job Corps program.

- b. Registered Native Americans who have secured employment under a TERO project may receive direct entry into an apprenticeship provided:

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The employer is an approved training agent to these standards.

- c. Military veterans may be granted direct entry, provided they: Provide a copy of their DD-214, military discharge papers.**
- d. Qualified applicants referred to the Plasterers Apprenticeship by YouthBuild may be granted direct entry provided they provide documentation of successful completion of the YouthBuild pre-apprenticeship.**
- e. Employees of participating employers who are promoted from another classification covered by the collective bargaining agreement to apprentice may receive direct entry status provided they be employed by an Approved Training Agent to these Standards.**

All minimum qualifications will be waived except the following:

- (1) Minimum age of 18 years**
 - (2) Must be physically able to perform the work of the trade.**
 - (3) Must provide proof such as social security card to demonstrate eligible working status in U.S.**
- f. Previously cancelled Apprentices may request direct entry into the program at their previous level. However, those terminated for cause must appear before the Committee and provide satisfactory documentation that the conditions leading to their cancellation have been corrected. An Apprentice reentering the program will be evaluated by the Committee and registered at the appropriate level based upon his/her knowledge, skills, and ability.**

All minimum qualifications will be waived except the following:

- (1) Minimum age of 18 years.**
 - (2) Must be physically able to perform the work of the trade.**
 - (3) Must provide proof such as a social security card to demonstrate eligible working status in U.S.**
- g. An individual who has successfully completed the Apprenticeship and Nontraditional Employment of Women (ANEW) pre-apprenticeship and trades rotation program, provided they provide reliable documentation to substantiate successful completion of ANEW's program.**
 - h. An individual registered as an apprentice with a state apprenticeship council or US Department of Labor Office of Apprenticeship approved program in an occupation covered by OPCMIA may receive direct entry (transfer) into the apprenticeship program. All minimum qualifications will be waived except for the following:**

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- (1) Minimum age of 18 years.
 - (2) Must be physically able to perform the work of the trade.
 - (3) Must provide proof such as a social security card to demonstrate eligible working status in U.S.
- i. Provided they have not previously been cancelled by the Washington Plasterers Apprenticeship, an individual who is currently a member in another classification of an OPCMIA Local affiliated with the program, and who has not previously completed the apprenticeship, may be granted direct entry into the program at the apprenticeship level recommended by the Apprenticeship Committee based on previous work experience.

All minimum qualifications will be waived except the following:

- (1) Minimum age of 18 years.
- (2) Must be physically capable of performing all phases of the trade.
- (3) Must provide proof such as social security card to demonstrate eligible working status in the U.S.

11. Exemptions:

For all exemptions, all minimum qualifications will be waived except for the following:

- (1) Minimum age of 18 years.
 - (2) Must be physically able to perform the work of the trade.
 - (3) Must provide proof such as a social security card to demonstrate eligible working status in U.S.
- a. When an employer becomes a training agent, employees not qualifying as journey-level workers shall be evaluated by the sponsor using constant standard nondiscriminatory means and registered at the appropriate period of apprenticeship based on previous work experience and related training. These individuals must complete an application.
- b. The individual who signs an authorization card during the organizing effort of an employer wherein 50% or more of the employees have signed and whether or not the employer is approved as a training agent, an individual not qualifying as a journey-level worker shall be evaluated by the sponsor and registered at the appropriate period of apprenticeship based on previous work experience and related training.
- c. An employee of a non-signatory employer in the plastering industry not qualifying as journey level who makes application as the result of organizing efforts, whether or not the employer becomes signatory,

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shall be evaluated by the JATC, and registered at the appropriate period of apprenticeship based on previous work experience and related training.

B. Equal Employment Opportunity Plan:

- 1. Participation in workshops, if available, designed to familiarize employment service agencies, school districts, and community based organizations with the apprenticeship system and current apprenticeship opportunities.**
- 2. Distribute information about the nature of apprenticeship programs, program admission requirements, current apprenticeship opportunities, sources of apprenticeship applications, and the equal opportunity policy of the sponsor.**
- 3. Increase awareness of sponsor's equal opportunity policy within the sponsor's organization.**
- 4. Use minority and women (minority and non-minority) journey-level workers and apprentices to promote the affirmative action program.**
- 5. Grant credit for previous trade experience or trade-related courses for all applicants equally.**

Discrimination Complaints.

Any apprentice or applicant for apprenticeship who believes they have been discriminated against may file a complaint (WAC 296-05-443).

IV. TERM OF APPRENTICESHIP:

The minimum term of apprenticeship must not be less than 2000 hours of reasonably continuous employment in each occupation identified in these Standards. The term of apprenticeship must be stated in hours of employment [WAC 296-05-316(1)].

The term of apprenticeship shall be three and one-half years (7,000 hours) of reasonably continuous employment, with a minimum of 7000 hours.

V. INITIAL PROBATIONARY PERIOD:

All apprentices are subject to an initial probationary period, stated in hours or months of employment for which they receive full credit toward completion of apprenticeship. Advance credit/standing will not reduce the initial probationary period. The initial probationary period [WAC 296-05-316(22)]:

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1. Is the period following the apprentice's registration into the program and during which the apprentice's appeal rights are impaired. The initial probation must not exceed twenty percent (20%) of the term of apprenticeship or one year from date of registration, unless an exemption by the WSATC has been granted for longer probationary periods as specified by Civil Service or law.
2. Is the period that the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice of the apprenticeship agreement may terminate the agreement without a hearing or stated cause. An appeal process is available to apprentices who have completed the initial probationary period.

All apprentices employed in accordance with these Standards shall be subject to a probationary period not exceeding the first 1400 hours of employment.

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:

Supervision is the necessary education, assistance, and control provided by a journey-level employee that is on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. The sponsor will assure that apprentices are under the supervision of competent and qualified journey-level workers on the job who are responsible for the work being performed, to ensure safety and training in all phases of the work. Apprentices will work the same hours as journey-level workers, EXCEPT where such hours may interfere with related/supplemental instruction [WAC 296-05-316(5)].

The ratio of apprentices to journey-level workers shall not exceed one (1) apprentice to each one (1) journey-level workers employed on the job site.

VII. APPRENTICE WAGES AND WAGE PROGRESSION:

The apprentice will be paid a progressively increasing schedule of wages based on specified percentages of journey-level wage consistent with skills acquired [WAC 296-05-316(27)]. These may be indicated in hours or monthly periods set by the sponsor. The entry wage will not be less than the minimum wage prescribed by the Fair Labor Standards Act, where applicable, unless a higher wage is required by other applicable federal law, state law, respective regulations, or by collective bargaining agreement.

The sponsor may accelerate, by an evaluation process, the advancement of apprentices who demonstrate abilities and mastery of the occupation to the level for which they are qualified. When the apprentice is granted advanced standing the sponsor must notify the employer/training agent of the appropriate wage per the wage progression schedule specified in these Standards.

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Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 0500 hours	60% (not eligible for pension contributions)
2	0501 - 1000 hours	65% (not eligible for pension contributions)
3	1001 - 2000 hours	70%
4	2001 - 3000 hours	75%
5	3001 - 4000 hours	80%
6	4001 - 5000 hours	85%
7	5001 - 6000 hours	90%
8	6001 – 7000 hours	95%

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VIII. WORK PROCESSES:

The apprentice shall receive on the job instruction and experience as is necessary to become a qualified journey-level worker versed in the theory and practice of the occupation covered by these Standards. The following is a condensed schedule of work experience, which every apprentice shall follow as closely as conditions will permit.

Employers/training agents shall only use registered apprentices to perform the work processes as stated in this section. [WAC 296-05-303(5)(f)]

A. <u>Plasterer:</u>	<u>Approximate Hours</u>
1. Job site preparation, scaffold building, covering and clean up of plaster and fireproofing systems	380
2. Mixing of fireproofing and conventional plaster	500
3. Applying Scratch coat for stucco or gypsum plaster	500
Applying brown coat at proper time for stucco or gypsum plaster.....	1000
Applying finish coat at proper time for stucco or gypsum plaster.....	500
Applying veneer plaster.....	750
4. Application of textures and Venetian plaster, to all interior and exterior wall and ceiling surfaces	680
5. Dotting, rodding, screeding, and lining walls and ceiling	320
6. Making and running molds, and installation of ornament	320
7. Exterior Insulation Systems/Weather Resistant Air Barriers	800
8. Plaster patching, Interior and exterior	250
9. Fireproofing, spraying, hand patching, moving tarps, and operation and maintenance of pumps and mixers	1000
TOTAL HOURS:	7000

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IX. RELATED/SUPPLEMENTAL INSTRUCTION:

The apprentice must attend related/supplemental instruction (RSI). Time spent in related/supplemental instruction shall not be considered as hours of work and the apprentice is not required to be paid for time spent in related/supplemental instruction.

The sponsor and training agent must provide for instruction of the apprentice during the related/supplemental instruction in safe and healthful work practices in compliance with the Washington Industrial Safety and Health Act, and applicable federal and state regulations.

Clock hours of actual attendance by the apprentice in related/supplemental instruction classes at the community/technical college or other approved training locations shall be reported to the Department on a quarterly basis. Such reports will clearly identify paid versus unpaid and supervised versus unsupervised RSI time for industrial insurance purposes.

For industrial insurance purposes, the WSATC will be considered as the employer should any supervised apprentice, not being paid to attend RSI, sustain an injury while participating in related/supplemental classroom activity, or other directly related activity outside the classroom. The activities must be at the direction of the instructor.

In case of failure on the part of any apprentice to fulfill the obligation to attend RSI, the sponsor has authority to take disciplinary action (see Administrative/Disciplinary Procedures section).

The methods of related/supplemental training must consist of one or more of the following (please indicate by checking those that apply):

- ☒ Supervised field trips
- ☐ Approved training seminars (specify)
- ☐ A combination of home study and approved correspondence courses (specify)
- ☒ State Community/Technical college: **Renton Technical College and Columbia Basin College**
- ☐ Private Technical/Vocational college
- ☐ Training trust
- ☐ Other (specify):

144 Minimum RSI hours per year defined per the following (see WAC 296-05-316(6)):

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- () twelve-month period from date of registration.*
- (X) defined twelve-month school year: September through June.
- () two-thousand hours of on the job training.

**If no selection is indicated above, the WSATC will define RSI hours per twelve-month period from date of registration.*

Additional Information:

In the event that an apprentice has completed all required RSI but has less than the required OJT, the apprentice will not be required to attend further classes unless otherwise directed by the Committee.

(Variance on RSI Granted at April 16, 2015 WSATC meeting)

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

Sponsors may include in this section requirements and expectations of the apprentices and training agents and an explanation of disciplinary actions that may be imposed for noncompliance. The sponsor has the following disciplinary procedures that they may impose: Disciplinary Probation, Suspension, or Cancellation.

Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the program sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is completed. During the disciplinary probation, the apprentice has the right to file an appeal of the sponsor's action with the WSATC (as described in WAC 296-05-009).

Suspension: A suspension is a temporary interruption in progress of an individual's apprenticeship program that may result in the cancellation of the Apprenticeship Agreement. Could include temporarily not being allowed to work, go to school or take part in any activity related to the Apprenticeship Program until such time as the sponsor takes further action.

Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. [as described in WAC 296-05-316(22)].

A. General Procedures

Apprentices must abide by the standards of apprenticeship and comply with the following requirements. Failure to do so will result in disciplinary action taken by the Apprenticeship Committee, or designee. Decisions of the designee are open to appeal by apprentices who have completed their initial probationary period, directly to the Apprenticeship Committee.

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- 1. The apprentice will supply all required hand tools to complete this apprenticeship program. Minimum tools required: hawk, trowel, water brush and margin trowel. Tuition and book fees will be paid by the JATC.**
- 2. Attendance for related/supplemental instruction is mandatory.**
 - a. The apprentice must notify the Coordinator about all absences.**
 - b. Sickness can be considered an acceptable excuse if a note from the doctor is provided, or the apprentice has also missed work.**
 - c. Work is not an excuse for missing class.**
 - d. All absences must be made up. An excused absence will not be used for citing to the JATC.**
 - e. All absences will be used to dock the apprentices two weeks toward their next raise, until the class is made up.**
 - f. Late arrivals and early departures will be docked a minimum of two hours. When the total becomes eight hours, one unexcused absence will be recorded.**
 - g. Four unexcused absences during the year will automatically have the apprentice called to appear before the Board for disciplinary action.**
- 3. Monthly work progress reports must be turned in to the Coordinator by the 15th day of the following month.**
 - a. The reports must be correctly completed, or they will be returned to the apprentice for completion. No credit will be given until they are current.**
 - b. If the apprentice is not current in filing the reports with the Coordinator, she/he will not be awarded a rerate, if one is due.**
 - c. If an apprentice fails to turn in six (6) consecutive months of work progress reports, she/he can be removed from the job until work progress reports are up to date.**
- 4. Apprentices whose demonstrated lack of ability to communicate in English interferes with their ability to progress in RSI or OJT will be instructed to register for and complete "English as a second language" or "technical English as a second language" curriculum.**

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5. All apprentices will hereby acknowledge that he/she has read and understands the federal guidelines concerning sexual harassment. 29 CFR Chapter XIV, Paragraph 1604.11 (a) through (e), dated Friday, April 11, 1980.
6. The apprentice further acknowledges that he/she has read the Apprenticeship and Training Trust Policy Statement regarding sexual harassment. Failure to comply could result in disciplinary action, suspension or cancellation of the apprenticeship.
7. Apprentice must maintain satisfactory progress in "on the job (work process) training". Evaluations from the employer will be periodically requested during the term and will be considered by the committee for wage advancements.
8. Apprentices must be available for employment with approved Training Agents and accrue hours of On the Job training to progress through the term of apprenticeship. Failure to do so will result in citation to appear before the Apprenticeship Committee for disciplinary action, suspension or cancellation of their agreement. Apprentices who have not completed the initial probationary period may be disciplined or cancelled by the Apprenticeship Committee without citation per Section V.(1) and (2).

B. Local Apprenticeship Committee Policies

NONE

C. Complaint and Appeal Procedures:

All registered programs must establish procedures explaining the program's complaint review process. Complaints that involve matters covered by a collective bargaining agreement are not subject to the complaint review procedures in this section.

Complaint (after initial probation completed) – WAC 296-05-009 and 296-05-316(22)

Prior to: 20 calendar days of intention of disciplinary action by a sponsor

- Sponsors must notify the apprentice in writing of action to be taken
- Must specify the reason(s) for discipline, suspension, or cancellation
- Decision will become effective immediately
- Written reason(s) for such action must be sent to the apprentice

Within: 30 calendar days request for reconsideration from the sponsor

- Apprentice to request sponsor to reconsider their action

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Within: 30 calendar days of apprentice's request for reconsideration

- Sponsor must provide written notification of their final decision

If apprentice chooses to pursue the complaint further:

Within: 30 calendar days of final action

- Apprentice must submit the complaint in writing to the Department
- Must describe the controversy and provide any backup information
- Apprentice must also provide this information to the local sponsor

Within: 30 business days for supervisor to complete investigation

- If no settlement is agreed upon during investigation, then supervisor must issue a written decision resolving the controversy when the investigation is concluded

If the apprentice or sponsor disputes supervisor decision:

Within: 30 calendar days of supervisor's decision, request for WSATC hearing

- Request must be in writing
- Must specify reasons supporting the request
- Request and supporting documents must be given to all parties
- WSATC must conduct the hearing in conjunction with the regular quarterly meeting

Within: 30 calendar days after hearing

- WSATC to issue written decision

XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION

NOTE: The following is an overview of the requirements associated with administering an apprenticeship committee and/or program. These provisions are to be used with the corresponding RCW and/or WAC.

The sponsor is the policymaking and administrative body responsible for the operation and success of this apprenticeship program. A committee is responsible for the day-to-day operations of the apprenticeship program and they must be knowledgeable in the process of apprenticeship and/or the application of chapter 49.04 RCW and chapter 296-05 WAC. Sponsors must develop procedures for:

A. Committee Operations (WAC 296-05-316): (Not applicable for Plant Programs)

Convene meetings at least three times per year of the program sponsor and apprenticeship committee attended by a quorum of committee members as defined in the approved Standards. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members.

Conference call meetings may be conducted in lieu of regular meetings but must not

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exceed the number of attended meetings and no disciplinary action can be taken during conference call meetings.

B. Program Operations (Chapter 296-05 WAC - Part C & D):

1. The program sponsor will record and maintain records pertaining to the administration of the apprenticeship program and make them available to the WSATC or Department on request.

Records required by WAC 296-05-400 through 455 (see Part D of chapter 296-05 WAC) will be maintained for five (5) years; all other records will be maintained for three (3) years.

2. The sponsor will submit to the Department through the assigned state apprenticeship consultant the following list:

Forms are available on line at

<http://www.lni.wa.gov/TradesLicensing/Apprenticeship/FormPub/default.asp> or from your assigned apprenticeship consultant.

- Apprenticeship Agreements – within first 30 days of employment
 - Authorization of Signature forms - as necessary
 - Approved Training Agent Agreements (sponsor approving or canceling) – within 30 days
 - Minutes of Apprenticeship Committee Meetings – within 30 days of meeting (not required for Plant program)
 - Request for Change of Status - Apprenticeship/Training Agreement and Training Agents forms – within 30 days of action by sponsor
 - Journey Level Wage Rate – annually, or whenever changed
 - Request for Revision of Standards - as necessary
 - Request for Revision of Committee - as necessary
 - Related Supplemental Instruction (RSI) Hours Reports (Quarterly):
 - 1st quarter: January through March, by April 10
 - 2nd quarter: April through June, by July 10
 - 3rd quarter: July through September, by October 10
 - 4th quarter: October through December, by January 10
 - On-the-Job Work Hours Reports (bi-annual)
 - 1st half: January through June, by July 30
 - 2nd half: July through December, by January 31
3. The program sponsor will adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these Standards that must be submitted for Department approval and updating these Standards. The apprenticeship program manager may administratively approve requests for revisions in the following areas of the Standards:
 - Program name
 - Sponsor's introductory statement (if applicable)

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- Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
 - Section VII: Apprentice Wages and Wage Progression
 - Section IX: Related/Supplemental Instruction
 - Section XI: Committee - Responsibilities and Composition (including opening statements)
 - Section XII: Subcommittees
 - Section XIII: Training Director/Coordinator
4. The sponsor will utilize competent instructors as defined in WAC 296-05-003 for related/supplemental instruction. Furthermore, the sponsor will ensure each instructor has training in teaching techniques and adult learning styles, which may occur before or within one year after the apprenticeship instructor has started to provide instruction.

C. Management of Apprentices:

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement, with the Department before the apprentice attends the related/supplemental instruction classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by the Department.

The Department must be notified within 30 days of program approval, of all requests for disposition or modification of agreements, with a copy of the minutes approving the changes, which may be:

- Certificate of completion
 - Additional credit
 - Suspension (i.e. military service or other)
 - Reinstatement
 - Cancellation and/or
 - Corrections
2. Rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
 3. Periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
 4. The sponsor has the obligation and responsibility to provide, insofar as possible, continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another or to another

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sponsor when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these Standards. The new sponsor or training agent will assume all the terms and conditions of these Standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.

5. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
6. Hear and adjust all complaints of violations of apprenticeship agreements.
7. Upon successful completion of apprenticeship, as provided in these Standards, and passing the examination that the sponsor may require, the sponsor will recommend that the WSATC award a Certificate of Completion of Apprenticeship. The program will make an official presentation to the apprentice that has successfully completed his/her term of apprenticeship.

D. Training Agent Management:

1. Offer training opportunities on an equal basis to all employers and apprentices. Grant equal treatment and opportunity for all apprentices through reasonable working and training conditions and apply those conditions to all apprentices uniformly. Provide training at a cost equivalent to that incurred by currently participating employers and apprentices. Not require an employer to sign a collective bargaining agreement as a condition of participation.
2. Determine the adequacy of an employer to furnish proper on-the-job training in accordance with the provisions of these Standards. Require all employers requesting approved training agent status to complete an approved training agent agreement and comply with all federal and state apprenticeship laws and the appropriate apprenticeship Standards.
3. Submit approved training agent agreements to the Department with a copy of the agreement and/or the list of approved training agents within thirty days of committee approval. Submit rescinded approved training agent agreements and/or the list of approved training agents to the Department within thirty days of said action.

E. Composition of Committee: (see WAC 296-05-313)

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Apprenticeship committees must be composed of an equal number of management and non-management representatives composed of at least four members but no more than twelve. If the committee does not indicate its definition of a quorum, the interpretation will be "50% plus 1" of the approved committee members.

Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa; EXCEPT, this does not apply where the Registration Agency represents the apprentice(s).

For plant programs the WSATC or the Department designee will act as the employee representative.

Quorum: **SEE ABOVE**

Program type administered by the committee: **GROUP JOINT**

The Apprenticeship Committee shall be composed of not less than three (3) members representing the Contracting Plasterers' Association and an equal number of members of Local #528, 478 and/or 72, Operative Plasterers and Cement Masons International Association (OPCMIA). Alternate members may attend all meetings but will be able to cast a vote only in the event of a regular member's absence. These representatives shall be selected by the groups they represent.

The employer representatives shall be:

**Ryan Yalowicki, Chairman
PO Box 967
Bothell, WA 98424**

**Larry White
1130 Industry Dr.
Tukwila, WA 98188**

**Rich Jackson
1326 N Northlake Way
Seattle, Washington 98103**

**Jeffrey Campbell, Alternate
N.W. Campbell Inc.
516 - South 376th St.
Federal Way, WA 98003**

The employee representatives shall be:

**Eric Coffelt, Secretary
6362 6th Avenue South
Seattle, WA 98108**

**Rosie Bernard
3000 NE 4th St
Renton, WA 98056**

**James Geren
3921 E. Main Ave.
Spokane, WA 99202**

**Edward Case, Alternate
1326 N. Northlake Way
Seattle, WA 98103**

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XII. SUBCOMMITTEE:

Subcommittee(s) approved by the Department, represented equally from management and non-management, may also be established under these Standards, and are subject to the main committee. All actions of the subcommittee(s) must be approved by the main committee.

NONE

XIII. TRAINING DIRECTOR/COORDINATOR:

The sponsor may employ a person(s) as a full or part-time training coordinator(s)/training director(s). This person(s) will assume responsibilities and authority for the operation of the program as are delegated by the sponsor.

**Joseph Hannan, Coordinator
PO Box 81044
Seattle, WA 98108**